



## Town of Granby Youth Service Bureau

### YOUTH EMPLOYMENT SERVICE Employer Job Listing

Granby Youth  
Services  
15C North Granby Rd  
Granby, CT 06035  
844.5355 voice  
244.8818 fax

Date: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Job Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Employees Needed: \_\_\_\_\_ Age preference: \_\_\_\_\_

Date When Needed (include days or hours needed): \_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

one- time job listing

please keep on file as recurring listing

***\*Please review and sign on reverse side.***

**The following information must be read and signed by the employer!!**

**The Youth Employment Service is:**

- A job referral service
- Available to Granby youth ages 11 to 18
- Free of Charge

**The Youth Employment Service does not:**

- Guarantee job placement
- Commit to filling every job
- Check references of students
- Interview or screen employers
- Set fees
- Provide supervision of the youth at the job site
- Assume any parental responsibilities regarding employment

**Employer:** I have read and understand the above guidelines. I understand that Granby Youth Service Bureau is a referral service only and is not responsible for any disputes or injuries sustained during employment.

\_\_\_\_\_  
Employer's signature

\_\_\_\_\_  
date

\*\*\*\*\*

**Office use only**

Persons Referred To This Job: \_\_\_\_\_  
\_\_\_\_\_

Date of Follow up With Employer: \_\_\_\_\_

Employer satisfaction with referral: \_\_\_\_\_

Was Job Filled: Yes \_\_\_\_\_ No \_\_\_\_\_

If No, What Action Was Taken? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_